

## STATE OF MAINE DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT MAINE EMERGENCY MANAGEMENT AGENCY 72 STATE HOUSE STATION AUGUSTA, MAINE 04333-0072

PHONE: 207-624-4400/800-452-8735 FAX: 207-287-3178

> ROBERT P. MCALEER DIRECTOR

November 18, 2011

COMMISSIONER

## Dear Facility Representative:

This letter is to inform facilities with potentially reportable quantities of hazardous materials of statutory reporting requirements. Federal and State Emergency Planning and Community Right-to-Know laws specify that facilities with inventories of hazardous chemicals above 10,000 pounds, (that's about 1500 gallons of many liquid products) or Extremely Hazardous Substances (EHS) at 500 pounds or the listed Threshold Planning Quantity (TPQ) whichever is less for each chemical **must** report those inventories to the local fire department, the Local Emergency Planning Committee (LEPC), and the State Emergency Response Commission (SERC) annually. In addition, if you exceed the TPQ of an EHS chemical you are also responsible for the development of an emergency plan and an annual review and exercise of that plan along with ensuring that you're local FD, LEPC, and SERC have copies of your plan. The SERC and your LEPC are now accepting electronic copies of your plan.

The following schedule identifies specific reporting requirements and the appropriate forms that must be completed for Reporting Year 2011 which covers the period of January 1, 2011 to December 31, 2011:

*March 1* => **Annual Registration/Inventory Fee Payment** (Green Worksheet)

*March 1* => **Tier 2 Submission** (From the Tier 2 Submit 2011 Software on US EPA Website)

July 1 =>Toxic Chemical Release Inventory Reports (TRI/313) via submission electronically to the EPA, who will transmit your submission back to Maine for acceptance. LEPC's will be provided copies by MEMA.

July 1 => Annual Toxic Release Inventory Fee Payment (Blue Worksheet)

Maine requires electronic reporting using the EPA's Tier 2 Submit software. Along with electronic submissions to the SERC, each LEPC will accept electronic reporting. Many fire departments now accept electronic reporting and you may want to check with your local FD to see if they do and the appropriate email to use for submission.

## **Tier 2 Submit Requirements**

The Tier 2 Submit software download and information regarding the software is located at <a href="http://www.epa.gov/emergencies/content/epcra/tier2.htm">http://www.epa.gov/emergencies/content/epcra/tier2.htm</a>. Workshops (see the included schedule) have been scheduled throughout Maine on how to use the Tier 2 Submit software and for reporting assistance.

For more information on these workshops, please check the MEMA website located at http://www.maine.gov/mema/mema\_calendar.shtml or call 800-452-8735 within state or 207-624-4400 out of state. We will also be recording a webinar which will be available after 1/1/2012 for those who may not be able to attend a workshop.

Starting in 2011 those facilities that possess reportable amounts of EHS's will also need to include their latitude and longitude. Please use the decimal format to do this. State fields will need to be completed as

required as the Tier 2 software will also be checking these fields during the validation process. Also please remember that actual amounts in pounds will be required not just the ranges.

Send electronic submissions to:

- The Maine Emergency Management Agency (MEMA) by email or by mailing a CD. After attaching file(s) to an email, please send to <a href="maine.serc@maine.gov">maine.serc@maine.gov</a>.
- LEPC addresses and email addresses are located in this reporting package, please email unless otherwise stated.
- Also, please continue to submit the paper reports to your local fire department(s) unless you have already checked with them and they can accept the electronic files.

The US EPA has produced a Title III "List of Lists" to assist in identifying Extremely Hazardous Substances and their thresholds, the Reporting Quantities for spill notifications, as well as chemicals reportable under the Toxic Chemical Release Reporting requirements. Copies are available online at http://www.epa.gov/emergencies/tools.htm#lol.

As a reminder the address to send the worksheets and fees has recently changed and will be:

Maine Emergency Management Agency Attn/SERC 72 State House Station Augusta, ME 04333-0072

Also, if you choose to pay by credit card the credit card form is on the back of the fee worksheet which is included in this packet.

As the Director of Maine Emergency Management Agency and Chair of the State Emergency Response Commission, I cannot over emphasize the importance of the information that you provide under EPCRA. Your efforts allow us to continue to keep our citizens safe from any releases.

If you have any questions or require additional information, please contact:

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Sincerely,

Robert P. McAleer Director, Maine Emergency Management

Encl: as cited